



THE TOWN OF DUNCAN, SOUTH CAROLINA

ABOUT US

Centrally located between Greenville and Spartanburg, SC, Duncan benefits from a close proximity to I-85 and Hwy 29, making Duncan an ideal place for industrial businesses to locate. Flanked to its north by the Middle Tyger River and to its south by the South Tyger River (not to mention the [Shipwreck Cove](#) waterpark), Duncan has no shortage of water fun for everyone! The new [Duncan Event Center at Stone Ledge Park](#) is available to host special events, and Tyger River Park, a premier sports complex with large playground and amphitheater, also adds to the great quality of life enjoyed in and around Duncan.

TOWN ADMINISTRATOR POSITION

The Town of Duncan, SC (4,041 pop.) is seeking an energetic and visionary leader with strong collaboration skills to serve as its next Town Administrator.

PLEASE APPLY BY MAY 5, 2026

TOWN ADMINISTRATOR DESCRIPTION

The Town Administrator is appointed by and reports to the 5-member Town Council, which is comprised of the Mayor and 4 Councilmembers. The Mayor and Town Councilmembers are elected to staggered 4-year terms with the next election taking place in November 2027.

The town functions under the council form of government, where the Town Council exercises collective responsibility for the governance of the town. The Town Council delegates day-to-day management of the town to the Town Administrator, who serves as the chief administrative officer.

The Town Administrator's duties include, but are not limited to:

- Supervising the town's staff and individuals who provide services to the town as independent contractors.
- Overseeing the town's departments, projects, and contracts.
- Preparing the Town Council's meeting agendas, participating in all Town Council meetings, and drafting/implementing the Town Council's resolutions, ordinances, and policies.
- Responding to complaints, concerns, and suggestions from town residents and businesses owners.
- Working with outside agencies and organizations whenever possible.
- Providing the Council with information, guidance, and leadership in matters of policy determination.
- Actively investigating the opportunities available to the Town in relation to federal grants, state and county shared services and money, and preparing the necessary applications upon approval of the Council.
- Preparing the town's budget, executing the budget upon adoption, and monitoring the financial condition of the town.
- Participating in appropriate local community organizations and activities.
- Promoting a positive image of the town government throughout the community.



CANDIDATE PROFILE

Experience

A minimum of 2 years of progressively responsible local government experience is required. Supervisory experience is highly desired. The Town Council is willing to consider any combination of skills, education, and experience that demonstrates an ability to perform the position's duties and responsibilities.

Education

A bachelor's degree in business administration, public administration, or a related field is required. A master's degree is desired.

Residency

Residency within the Town of Duncan is preferred but not required.

Competencies

The Town Council prefers that the next Town Administrator possesses competencies in the following areas:

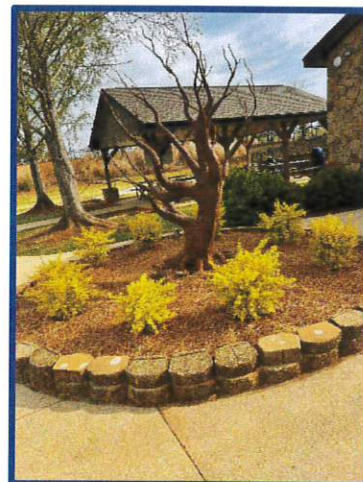


- Organization and staff development
- Human resources management
- Economic and community development
- Planning, zoning, and codes enforcement
- Finance, accounting, and budget management
- Familiarity with public works operations

Personal Characteristics

In addition to the experience and education requirements, the successful candidate will have the following personal characteristics:

- Approachable management style
- Ability to function as a facilitator and consensus builder among staff, Town Council, and community stakeholders
- A willingness to be involved and visible in the community through, for instance, volunteering in local civic organizations
- Superb communication skills in order to convey the town's message to the community and media
- Ability to maintain poise and tact during difficult situations



- Excellent listening skills, as well as the ability to accept constructive criticism
- Energy and enthusiasm, including the ability to be effective while managing multiple complex projects simultaneously
- Strong analytical skills to understand and plot out the town's long-term strategy
- An eagerness and willingness to pursue professional development, be involved in professional associations, to network with other local government professionals, and a dedication to public service

The Town Council expects the next Town Administrator to become a valued member of the community. Thus, the next Town Administrator should be someone who will be excited at the prospect of serving in this role for at least the next 2 to 4 years.



RECRUITMENT DETAILS

The Town Council anticipates entering into an employment contract with the successful candidate with a hiring range of \$78,000 - \$92,000, depending on education, experience, and qualifications.

In addition, the town offers the following benefits:

- Use of a town-provided cell phone and laptop for official business
- An expense budget to support professional development through training seminars and conferences, as well as membership in professional and civic organizations
- Participation in the SC local government employee retirement system

APPLICATION PROCESS

Submit a cover letter, resume, and a list of at least 3 professional references via email to Mr. Trey Eubanks teubanks@scacog.org, or mail to
30 Century Circle
Greenville, SC 29607.

Your resume must illustrate the ability to perform the duties of the position.

Please apply by May 5, 2026, at 5:00 pm.

HIRING REQUIREMENTS

An employment offer is contingent upon satisfactory completion of the following:

- Check of criminal background, credit history, and driving records
- Work history verification and reference check
- Verification of educational credits

An Equal Employment Opportunity Workplace

The Town of Duncan is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, handicap, disability, or status as a Vietnam-era or disabled veteran. We assure you that your opportunity for employment with the Town depends solely on your qualifications.

